

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

ECF FILING POINTERS

From our experience using the Electronic Case Filing System (ECF), we have assembled the following pointers to make your filing experience more successful.

- 1) **NEW CASES** - When filing a new case, in addition to filing a paper copy of the complaint, litigants are hereby required to provide a disk or CD Rom (clearly noted with the case number and the name of the document) containing PDF versions of the complaint and accompanying documents. Each exhibit to the complaint shall be a separate PDF File. **((Do not e-mail complaints to the generic e-mail box.))** Failure to submit PDF versions of the complaint and other documents will cause a delay in the opening of the case.
- 2) **SEALED MATERIAL** - Sealed material must be submitted in paper format at the In-Take Section of the Clerk's Office during normal business hours. Include an original and one copy for the Court in addition to providing the sealed documents in PDF Format on a disk or CD Rom (clearly noted with the Case Number and the name of the document) . These materials are **not** to be deposited in the overnight drop box. **(Do not e-mail sealed materials to the generic e-mail box.)**
- 3) **PROTOCOL FOR SENDING EMAILS TO GENERIC ECF EMAIL BOX** - When sending filings to the generic ECF email box, include the case number and the judge's initials on the subject line.
- 4) **ITEMS THAT SHOULD BE SENT TO THE GENERIC EMAIL BOX** - The following items should **not** be filed electronically in ECF and must be sent to the generic email address (dcd_cmecf@dcd.uscourts.gov):

Amended Complaint
Third Party Complaints
Intervenor Complaints
Cross-Claims and Counter-Claims standing alone
Motion to Intervene
Motion to file an Amicus Brief
Returns of Service
Defaults
(Any time a filer is not in the system)

- 5) **KEEP EMAIL ADDRESS UP-TO-DATE** - Please remember to change your email address as you would your normal address. Otherwise, you will not receive ECF Notifications. Please remember to delete the additional email addresses for those persons no longer associated with your firm.
- 6) **FILING MOTION, POINTS AND AUTHORITIES ETC. AS ONE PDF FILE** - The motion, memorandum in support of the motion, and other documents directly pertinent to the motion should reside in a single PDF file. Proposed orders, affidavits and exhibits should reside in separate PDF files to be included as attachments to the motion.
- 7) **PASSWORDS** -ECF Passwords are to be used exclusively for filing pleadings in ECF. Use PACER passwords to view, print, and save documents in ECF. Except in extreme circumstances, **do not** use another attorney's login and password to file, if you are not an attorney of record in the case.
- 8) **PROBLEM RELATING TO MICROSOFT OUTLOOK 2002** - Documentation from Microsoft Knowledgebase regarding the Junk Sender's Rule in Outlook 2002 can filter out the e-mail notifications as junk mail. Occasionally, you should check your junk mail folder for Court ECF notifications. If this occurs, please contact your IT department for advice on how to eliminate this filtering problem.
- 9) **PROBLEMS RELATED TO UNCERTIFIED INTERNET BROWSERS** - Using uncertified internet browsers can cause many problems when using ECF :1) Tool bar or pull down menus may disappear ;2) Documents may not open; 3) Problems with Email notifications; 4) Java script errors can appear at the bottom of the screen which could prevent the user from filing. Browsers that are certified by the Administrative Office are Internet Explorer 5.5 and Netscape 4.06, 4.07, or 4.08 . The A.O. is working to resolve these issues by making the software more compatible with Internet Explorer 6.0 or 6.2. Until other versions are certified, all users should use Internet Explorer 5.5 and Netscape 4.06, 4.07, or 4.08. The listserv will notify you of any updates.
- 10) **MOTIONS AND OPPOSITIONS MUST BE FILED SEPARATELY** Filing a motion that includes an opposition creates significant docketing problems. If you combine a motion and opposition in the same pleading, you must file it twice- once as an opposition and again as a motion. Each filing should include the same document file.
- 11) **FILING A DOCUMENT IN RESPONSE TO A MISSING DOCUMENT** - If you cannot file a document that must be linked to another document which has not been posted, please send your filing to the generic email box.
- 12) **ATTORNEY APPEARANCE** - Each attorney who wishes to enter their appearance and receive email notifications must file a separate praecipe.
- 13) **ATTORNEY WITHDRAWALS** - Attorneys who do not withdraw from cases will continue to receive email notifications. Pursuant to the Local Rules, attorneys must file the appropriate withdrawal of appearance.

- 14) **OVERNIGHT DROP BOX.**— In the event of technical difficulties, counsel may deposit a paper copy of their pleading in the overnight drop box along with a clearly labeled disk that contains the pleading in PDF Format.
- 15) **NO DUAL FILINGS** - When counsel files a pleading in ECF or sends it to the generic email box, do not submit a paper duplicate.
- 16) **NO NOTICE OF MOTION** - A notice of motion is **not** filed in this Court. Motions are filed as a motion.
- 17) **LIST ALL MOTIONS WHEN FILING ONE MOTION THAT REQUESTS MULTIPLE FORMS OF RELIEF** - For example, a motion for summary judgment or alternatively to dismiss or to transfer requires the user to select all three forms of relief in the same filing from the motions drop down screen. To select more than one motion, press and hold down the control key and click on each of the desired forms of relief.
- 18) **UNABLE TO LOCATE AN EVENT** - Please call the Clerk's Office for assistance. Creativity undermines the system.